

POLICE LIEUTENANT

DISTINGUISHING FEATURES

The fundamental reason the Police Lieutenant position exists is to perform responsible administrative and supervisory police work as a commander to assist in better delivery of services to the Police Department and its customers. This classification is supervisory. The Police Lieutenant receives general direction from the Police Captain.

ESSENTIAL FUNCTIONS

Plans, organizes and assigns the work of Sergeants, Officers and civilian staff. Trains, evaluates, observes and supervises staff members. Reviews and prepares written performance evaluations. Inspects field operations and staff work. Assists in scheduling of personnel to shift assignments.

Ensures special enforcement problems are addressed by department personnel. Performs and supervises internal investigations and assigns sergeants to complete internal investigations.

May be assigned supervision of Special Weapons And Tactics (SWAT) Team operations and functions. Supervises violent crimes and youth related criminal investigations. Monitors, reports and presents information on activities both verbally and in writing. Plans, organizes and reviews undercover narcotics and surveillance operations. May become involved in and must be able to perform Police Officer essential functions (refer to most current police officer job description. Responds or manages emergency and crisis situations. Testifies in court.

Supports other staff members and is a team player by helping personnel with their job duties. Contributes effectively to meeting the Department's goals and objectives. Listens and communicates effectively with all those encountered in the course of work.

Develops and reviews written reports and statistical data. Monitors expenditures and assists in the preparation of the Department's budget. Administers special projects, such as: promotional processes, department participation in intra-government and charitable programs, developing or reviewing programs, etc.

Uses computer terminal for communications and to prepare written reports requiring continuous and repetitive eye/hand movement. Operates a police radio in the performance of their duties.

Attendance and punctuality are essential functions.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Principles and practices of supervision and personnel administration.

United States and Arizona Constitutions, Federal, State and City criminal and traffic laws and related court decisions.

General social problems and cultural diversity of citizenry.

Modern police methods, practices and procedures.

The geography of the City and the established Police Beat grid coordinate systems, community service organizations and facilities.

First aid principles and practices.

Police practices and methods; applicable city ordinances, state and federal laws; and the general and operations orders of the department.

Ability to:

Perform a broad range of supervisory responsibilities over others.
Communicate in the English language by phone, police radio system, or in person in a group or one-to-one setting.
Evaluate a situation, make effective decisions under pressure, and take appropriate action.
Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
Work cooperatively, courteously, but firmly with all segments of the public.
Observe and monitor data, objects, people or behavior to determine compliance with prescribed operating or safety standards and recall details.
Recognize and control sources of personal stress in order to perform class requirements.
Use firearms and related police emergency equipment.
Comprehend and make inferences from material written in the English language and learn job-related material through observation, structured lecture or oral instruction. This learning takes place in an on-the-job training or classroom setting.
Remain in a standing or sitting position for extended periods of time.
Maintain moral integrity.
Work in a variety of weather condition with exposure to the elements.
Work safely without presenting a direct threat to self or others.
Travel across rough, uneven or rocky surfaces.
Maintain acceptable level of physical fitness to meet department standards.
Operate a police radio, KDT and computer terminal requiring visual and muscular dexterity for extended periods of time.
Testify in court; plan.
Assign, review, observe and supervise the work of police sergeants, police officers, police aides and other civilian personnel.
Effectively communicate and deal with staff, superiors and the public; analyze situations quickly and take an appropriate course of action.
Prepare and present oral and written reports; obtain information through interviews and interrogations.
Make inferences from information provided; respond and manage crisis and emergency situations.

Education & Experience

Must currently be a Police Sergeant with the Scottsdale Police Department. A Bachelor's degree in Criminal Justice, Public Administration or a related field is highly desirable.

Must be AZPOST certified.

Must currently possess a valid Arizona drivers license with no major driving citations in the past 39 months.

Must be able to train and maintain proficiency with departmental firearms and other required equipment.

FLSA Status: Exempt

HR Ordinance Status: Unclassified